Accounts Payable Manager

Department: Accounting

Class Code: 1416

EEO Code: 22

FLSA: E

Effective: 01/08/2000

GENERAL STATEMENT OF DUTIES:

Under administrative direction, performs work of considerable difficulty managing the Accounts Payable (AP) staff to maintain the fiscal integrity of the County and School's financial records that are processed through Accounts Payable; ensures that expenditures of public funds are appropriate and documented to meet legal requirements; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Lead, coach, and supervise the Accounts Payable (AP) staff;

Trains, supervises and evaluates the AP staff;

Develops, maintains, and revises policies and procedures that relate to the AP functions;

Coordinate with County departments and Schools on policies and related issues;

Complete year-end audit plan;

Maintain AP system parameters for policy processing; coordinate implementation of system upgrades with IST staff including testing software;

Oversee the design and development of new reports from the AP and Purchasing systems;

Develop new processes that continuously improve the timeliness and accuracy of payments;

Evaluates processing exceptions;

Approves special check runs;

Performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of accounts payable processing; must have strong knowledge of complex automated financial systems and internal controls; ability to supervise, manage, and coach a large staff; strong analytical and problem solving skills; considerable skills to manage projects; excellent oral and written communication/presentation skills.

MINIMUM EDUCATION AND EXPERIENCE:

BS in Accounting or related field; five years experience in an automated accounts payable environment, including 3 years supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.